

Advertised: January 23, 1019

**THE CITY OF GREENSBORO DEPARTMENT OF ENGINEERING AND INSPECTIONS
REQUESTS LETTERS OF INTEREST AND QUALIFICATIONS**

THE ENGINEERING DIVISION OF THE CITY OF GREENSBORO'S DEPARTMENT OF ENGINEERING AND INSPECTIONS DESIRES TO ENGAGE PROFESSIONAL ENGINEERING FIRMS FOR ON-CALL PROFESSIONAL SERVICES AGREEMENTS FOR THE PURPOSE OF PROVIDING THE FULL RANGE OF ENGINEERING DESIGN SERVICES REQUIRED FOR CITY OF GREENSBORO PROJECTS, INCLUDING ROADWAY, SIDEWALK, BRIDGE, MULTI-USE TRAIL/GREENWAY, WATER, SANITARY SEWER, AND STORM WATER.

TITLE: ON-CALL PROFESSIONAL ENGINEERING DESIGN SERVICES
ISSUE DATE: JANUARY 23, 2019
SUBMITTAL DEADLINE: FEBRUARY 15, 2019
ISSUING AGENCY: CITY OF GREENSBORO

Some contracts to be awarded under these on-call agreements will be partially reimbursed with Federal-aid funding through the North Carolina Department of Transportation (Department). The solicitation, selection, and negotiation of contracts utilizing partial Federal-aid funding shall be conducted in accordance with all Department requirements and guidelines.

Pre-qualification:

The engineering firm and any sub-consultant firm(s) shall be Pre-qualified by the North Carolina Department of Transportation to perform all work required for a particular project if that project is to receive State or Federal funds. Depending upon the project, Pre-qualification may include any or all the following NCDOT Work Codes:

00023	Bridges - Spans Over 200'	00206	Scour
00024	Bridges - Spans Under 200'	00207	Signal Design
00029	Capacity Analysis (Intersections)	00228	Stream Mitigation Site Design and Construction Oversight
00032	Categorical Exclusions	00229	Stream Mitigation Site Plan
00035	Community and Stakeholder Involvement	00231	Stream Restoration/Mitigation Monitoring
00063	Environmental Assessments/Findings of No Significant Impacts	00247	Traffic Control Plans
00070	Erosion and Sediment Control Design	00269	Urban Roadway Design
00094	Field Data Collection	00270	Utility Coordination
00096	Ground Penetrating Radar & Analysis	00279	Watershed Analysis & Modeling
00112	Hydrographic Surveys	00280	Wetland and Stream Delineation
00115	Independent Review of Traffic Impact Studies/Analysis	00287	Wetland, Stream, and Buffer Permitting
00116	Indirect & Cumulative Impacts Assessment	00294	Roadway Foundation Investigation & Design
00132	Landscape and Streetscape Design		

00149	Pavement Analysis	00296	Retaining Wall Investigation & Design
00150	Pavement Condition Surveys	00299	Cantilever Retaining Wall Design
00152	Pavement Design	00300	Anchored Retaining Wall Design
00155	Pavement Marking Plans	00304	Rock Blasting Evaluation & Design
00161	Planning, Design, & Construction of Stormwater BMP'S	00314	Roadway Lighting
00168	Project Management	00316	Multi-use Trail Design, Survey & Layout
00171	Public Involvement	00360	Topographic Surveying
00172	Public Participation & Planning	00361	Boundary Surveying
00173	Public Water Distribution Systems	00362	Easement Surveying
00200	Feasibility Studies	00364	MSE Retaining Wall Design
00204	Sanitary Sewer Outfall Systems	00433	Hydraulic Design - Tier I
		00434	Hydraulic Design – Tier II

The Department maintains on file the qualifications and key personnel for each approved discipline, as well as any required samples of work. Each year on the anniversary date of the company, the firm shall renew their prequalified disciplines. If your firm has not renewed its application as required by your anniversary date or if your firm is not currently prequalified, please submit an application to the Department **prior to submittal of your LOI**. An application may be accessed on the Department's website at <https://connect.ncdot.gov/business/Prequal/Pages/Private-Consulting-Firm.aspx> - Learn how to become Prequalified as a Private Consulting Firm with NCDOT. Having this data on file with the Department eliminates the need to resubmit this data with each letter of interest.

Scope of Services:

It is not a requirement that firms be able to provide all of the services outlined below. The services required will vary depending upon the scope of services requested for a particular project. Services required may include all or a part the following:

- Engineering design of roadways, bridges, retaining walls, multi-use trails/greenways, potable water systems, sanitary sewer systems, and storm water systems to meet City/NCDOT standards.
- Surveying and property mapping to meet City standards.
- Plan/profile sheets showing the existing features and all proposed construction features.
- Notes, summaries, and details to supplement design drawings.
- Typical sections.
- Cross sections.
- Determination of the presence of jurisdictional streams and wetlands.
- Identification of off-site drainage impacting the project, location of areas of cross drainage and other drainage features, identification of sediment sensitive areas, and review of potential outfall channels.
- Design of storm drainage systems, including ditches, culverts, closed systems, and outfalls, in accordance with the City's current "Storm Drainage Design Manual" and the City's current "Stormwater Management Manual," the NCDOT's "Guidelines for Drainage Studies and Hydraulic Design," latest revision, and other publications referenced in the City's stormwater manual.
- Adherence to all applicable watershed rules in accordance with the Randleman Lake Water Supply Watershed requirements, the Jordan Lake Water Supply Watershed requirements, the City of Greensboro Municipal Code of Ordinances (including Ordinance 30-12-3 re: stream buffer requirements), and all other applicable local, state, and federal guidelines.
- Plans for erosion and sediment control measures to be approved by NCDEQ, Land Quality Section.
- Plans detailing existing and proposed rights-of-way, utility easements, drainage easements, and temporary construction easements. Property drawings and legal descriptions meeting City standards.
- Landscape plan sheets and landscaping detail plan sheets.

- Site furnishings and site electrical detail plan sheets.
- Traffic control plans showing how traffic flow will be maintained during construction.
- Pavement marking plans showing proposed pavement markings and signage.
- Geotechnical explorations and pavement design recommendations.
- Existing utilities investigation and coordination.
- Limited environmental assessment.
- Permitting of projects through NCDOT, NCDEQ-LQS, NCDEQ-DWR, and USACE.
- Conduct public meetings at key points during the design process.
- Engineer's estimate.
- Complete plans and specifications meeting City and/or NCDOT standards.
- Project schedule.

Professional Registration, Insurance Requirement, and Accounting System Requirement:

Except as provided below, any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Examiners for Engineers and Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the North Carolina Board of Examiners for Engineers and Surveyors and/or the NC Board for Licensing of Geologists. The Engineers performing the work and in responsible charge of the work must be registered Professional Engineers in the State of North Carolina and must have a good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest. Firms that are not providing engineering services need not be registered with the North Carolina Board of Examiners for Engineers and Surveyors. Some of the services being solicited may not require a license. It is the responsibility of each firm to adhere to all laws of the State of North Carolina.

The firm must have the financial ability to undertake the work and assume the liability. The selected firm(s) will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000 per accident and \$2,000,000 in the aggregate. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

Small Professional Service Firm (SPSF) Participation – State/Federally Funded Projects:

NCDOT and the City of Greensboro encourage the use of Small Professional Services Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The Firm, at the time the Letter of Interest is submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work. The participation shall be submitted on the Department's Subconsultant Form RS-2. RS-2 forms may be accessed on the Department's website at <https://connect.ncdot.gov/business/consultants/Pages/Guidelines-Forms.aspx>

The SPSF must be qualified with NCDOT to perform the work for which they are listed.

Real-time information about firms doing business with the Department and firms that are SPSF certified through the Contractual Services Unit is available in the Directory of Transportation Firms. The Directory

can be accessed on the Department's website at <https://www.ebs.nc.gov/VendorDirectory/default.html> - Complete listing of certified and prequalified firms.

The listing of an individual firm in the Department's directory shall not be construed as an endorsement of the firm.

Even though specific DBE/MBE/WBE goals are not required for projects utilizing partial Federal-aid funding, the Department of Transportation is committed to providing opportunity for small and disadvantaged businesses to perform on its contracts through established Department goals. The Firm, subconsultant, and subfirm shall not discriminate on the basis of race, religion, color, national origin, age, disability, or sex in the performance of its contracts.

Minority/Women Business Enterprise (M/WBE) Participation – City Funded Projects:

The City of Greensboro encourages the use of Minority/Women Business Enterprises.

A Minority/Women Business Enterprise (M/WBE) is any firm that is certified as either a Minority Business Enterprise or as a Women Business Enterprise and which is at least fifty-one percent (51%) owned, managed, and controlled by one or more of the identified minority group members and/or women as indicated by Industry Category and that is ready, willing, and able to sell goods or services that are purchased by the City of Greensboro. To qualify for the M/WBE program, an M/WBE firm must be headquartered or have a significant business presence for at least one year within the Relevant Marketplace, defined as: an established place of business in one or more of the counties in the City's current Metropolitan Statistical Area (MSA) and from which at least 25% of its total full-time, part-time and contract employees are regularly based and from which a substantial role in the M/WBE's performance of a Commercially Useful Function is conducted. A location utilized solely as a post office box, mail drop, or telephone message center, or any combination thereof, with no other substantial work function, shall not be construed to constitute a significant business presence.

The categories of minority group members and/or women that are eligible for certification as owning, managing, and controlling M/WBE's by Industry Categories are narrowly tailored based upon Disparity Study Update results as follows: Professional Services – African-Americans, Hispanic-Americans, Native Americans, and non-minority females.

It is the Policy of the City of Greensboro to take all necessary, reasonable, and legal action to prevent discrimination and to ensure that all businesses, including M/WBE's, are afforded the maximum practicable opportunity to participate in the City's purchasing and contracting processes. We encourage all of our on-call consultants to strive to include qualified M/WBE firms from the City's current Metropolitan Statistical Area (MSA).

For additional information, you may contact our M/WBE office at (336) 373-2674.

Within the letter of interest and qualifications, firms should discuss planned efforts to include qualified M/WBE firms from the City's current Metropolitan Statistical Area (MSA).

Consultant Certification Form RS-2:

A completed Form RS-2 shall be submitted with the firm's letter of interest and qualifications.

Submit Form RS-2 for the following:

- Prime Consultant firm (Prime Consultant Form RS-2, latest revision) and
- ANY/ALL sub-consultant firms (Sub-consultant Form RS-2, latest revision) to be utilized or anticipated to be utilized by your firm.

Complete and sign each Form RS-2 (instructions are listed on the form).

In the event the firm has no sub-consultant firms, it is required that this be indicated on the Sub-consultant Form RS-2 by entering the word “None” or the number “Zero” and signing the form.

The required forms are available at: <https://connect.ncdot.gov/business/consultants/Pages/Guidelines-Forms.aspx>

Selection Process and Contract:

All qualified firms who submit responsive letters of interest and qualifications will be considered for an on-call Professional Services Agreement. Professional Services Agreements do not address specific work. Specific work will be awarded via a Supplemental Agreement to the Professional Services Agreement and will be based on overall qualifications for the particular project.

A qualification based selection process, administered by our selection committee, will be used to determine the firms to whom on-call Professional Services Agreements will be awarded. Qualifications considered will include those listed below.

1. Proven experience and expertise in the service areas described under “Scope of Services” above. See following section for relative importance of various areas of service.
(35 pts.)
2. Demonstrated ability to adequately staff the project to meet varying time schedules and demands.
(10 pts.)
3. Description of planned efforts to include qualified M/WBE and SPSF firms as a part of the project team.
(10 pts.)
4. Demonstrated experience in performing similar work for other NC municipalities or the NCDOT.
(10 pts.)
5. Professional qualifications of the Project Teams.
(10 pts.)
6. Firms that can provide most or all of the services described under “Scope of Services.”
(10 pts.)
7. Firms that demonstrate exceptional strengths in certain areas of the “Scope of Services.”
(10 pts.)
8. Past work experience with the City of Greensboro.
(5 pts.)

The relative importance of key areas of the “Scope of Services” (See No. 1 above) is broken down as follows:

- Roadway, streetscape, sidewalk, and multi-use trail/greenway design and specifications, including traffic control, signing, pavement marking, and erosion control 22%
- Storm drainage system design and specifications 15%

- Permitting, including FEMA related permits 15%
- Hydraulic and structural design and specifications for bridges 8%
- Potable water and sanitary system design and specifications 8%
- Landscaping design and specifications 8%
- Surveying and property mapping 8%
- Public meetings 8%
- Environmental assessment 8%

The Professional Services Agreement will have a duration of three (3) years.

Format and Procedure for Submission of Letters of Interest and Qualification:

Letters of interest and qualifications should be sent via email (PDF or Word document) with attachments as needed to:

Bruce H. Overman, Jr., Chief Project Manager
bruce.overman@greensboro-nc.gov

Letters of interest and qualifications should include the following:

- Consulting firm's official name, address, telephone number, e-mail address and desired primary contact for purposes of a Professional Services Agreement.
- Expression of firm's interest in a professional services agreement.
- Brief history of firm's practice in North Carolina.
- Name and brief resume of firm's principals.
- Statement of specific areas for which firm has received pre-qualification by NCDOT and date of most recent pre-qualification.
- Statement regarding firm's possible conflict of interest regarding the work.
- Identify firm's qualifications and experience as related to this work. Please address requirements outlined above.
- Organization chart with a brief summary addressing the experience and qualifications of the firm's key personnel who may be working on City of Greensboro projects.
- Identify unique qualifications of key team members.
- Experience with other municipalities providing similar services.
- Give examples of similar work performed within the past 5 years. Include location of work and name of project manager.
- Indication of an understanding of and a commitment to the City of Greensboro's M/WBE program as it relates to professional services.
- Statement regarding availability of personnel for this work.
- References (preferably from North Carolina municipalities).
- Other pertinent information.

Letters of interest and qualifications should be limited to 25 pages or less, inclusive of cover page. Please use 8 ½" x 11" sheets, single spaced, one sided. RS-2 forms are not included in the page count but should be included in an appendix at the back of the letter.

Letters of interest and qualifications must be received via email to Bruce Overman by February 15, 2019.

The firms selected will be notified on or before March 15, 2019.

For questions regarding this advertisement, please call Bruce Overman at (336)-373-2100.